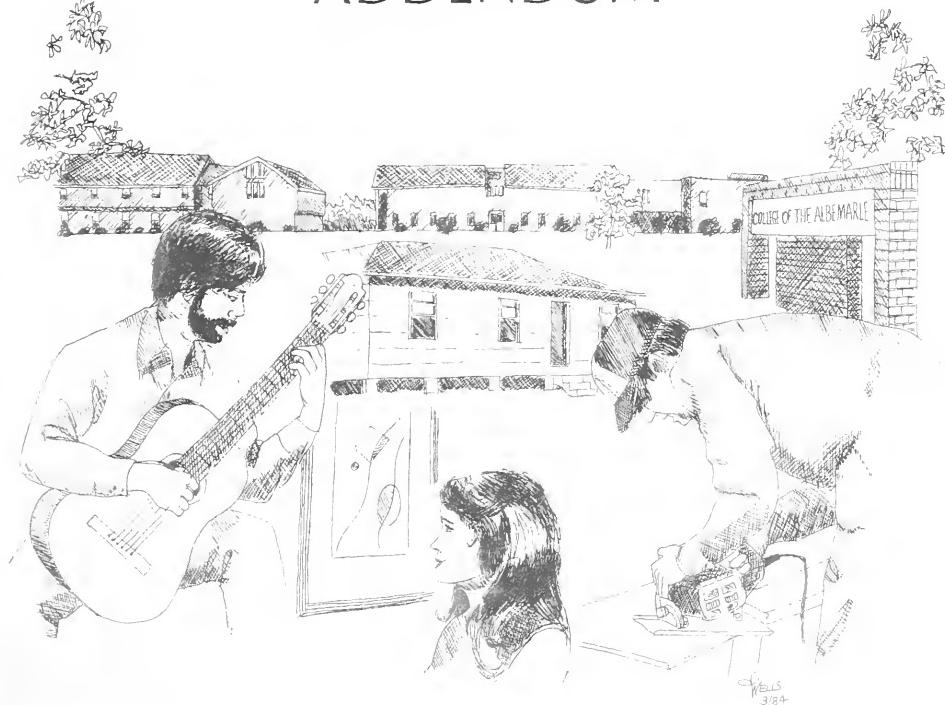


**COLLEGE OF  
THE ALBEMARLE**

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**1983-1985 CATALOG**

**ADDENDUM**



RELLS  
3/84

JUNE 1984

## FOREWORD

Pages cited in this publication are references to College of The Albemarle's 1983-85 Catalog, Vol. 16, No. 14, June, 1983.

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BOARD OF TRUSTEES

J. Wilson Jones, Jr., Chairman  
Nancy M. Ferebee, Vice-Chairman  
J. Parker Chesson, Jr., Secretary

GOVERNOR'S APPOINTEES

Term Expires

William F. Ainsley	6/30/85	Perquimans County
Vernon G. James	6/30/87	Pasquotank County
J. Wilson Jones, Jr.	6/30/89	Pasquotank County
Andrew H. Williams	6/30/91	Pasquotank County

PASQUOTANK COUNTY COMMISSIONERS'  
APPOINTEES

Robert D. Aldridge	6/30/85	Pasquotank County
William W. Foreman	6/30/87	Pasquotank County
Joseph L. Lamb, Jr.	6/30/89	Pasquotank County
Selby Scott	6/30/91	Pasquotank County

ELIZABETH CITY-PASQUOTANK COUNTY  
BOARD OF EDUCATION APPOINTEES

Nancy M. Ferebee	6/30/85	Camden County
Joseph P. Kramer	6/30/87	Pasquotank County
Gerald F. White	6/30/89	Pasquotank County
Lillian B. Sugg	6/30/91	Pasquotank County

The Student Senate President serves as an ex officio member of the Board of Trustees.

BOARD OF TRUSTEES ADVISORY  
COMMITTEE

Travis W. Twiford	Camden County
Jim M. Hare	Chowan County
Constance F. Brothers	Currituck County
John E. R. Perry	Gates County
Riley S. Monds, Jr.	Perquimans County

## PERSONNEL CHANGES

The following lists of administrative staff personnel will replace the lists of Administrative Staff and Instructional Division Directors on page 6.

### ADMINISTRATIVE STAFF

#### Administrative Services

Computer Programmer . . . . .	Rhonda C. Lewis
Director, Accounting . . . . .	Peggy M. Harris
Director, Management Information System . . . . .	Sharon L. Mudge
Director, Physical Facilities . . . . .	Lindsey E. Barber
Director, Support Services . . . . .	Mary Frances Spruill
Director, College Bookstore . . . . .	Julius Williams

#### Instructional

Associate Dean, College Transfer Education . . . . .	Clate Aydlett
Associate Dean, Occupational Education . . . . .	Dempsey D. Burgess
Associate Dean, Continuing Education . . . . .	W. Clayton Morrisette
Director, Adult Basic Education . . . . .	Douglas M. Sawyer
Director, Evening Program . . . . .	Jimmy R. Anderson
Director, Learning Resources Center . . . . .	C. Donald Lee
Director, Dare County Center . . . . .	S. Rebecca Carpenter
Director/Counselor, Bridges Program . . . . .	Peggy Burgess
Director, Business and Industry Services . . . . .	Lucy S. Gordon
Director, Learning Lab . . . . .	Martha L. Newbold
Assistant Director, Learning Lab . . . . .	Grace W. Gray
Director, Cooperative Education . . . . .	Linda W. Combs
Librarian, Learning Resources Center . . . . .	Linza M. Weaver

#### Resource Development

Director of Resource Development . . . . .	Pamela I. Whitley
Public Information Officer . . . . .	William F. Haskett
Title III Coordinator . . . . .	Lynne M. Bunch

#### Student Development

Assistant Dean, Admissions . . . . .	Belinda P. Patterson
Assistant Dean, Student Financial Aid . . . . .	O. Lloyd Armstrong
Assistant Dean, Counseling & Placement . . . . .	Raphael G. Scaffa
Registrar . . . . .	Mary Louise Brown
Counselor for Developmental Education . . . . .	Donna W. Moore
Director of Special Services/Counselor . . . . .	Loyce E. Susco
Director of Student Activities/Counselor . . . . .	Mark Helms
Evening Counselor . . . . .	Deborah E. Demery
Counselor/Tutor Coordinator--Special Services Project . . .	Andrea R. Williams

The following changes have been made on pages 6 and 7 as indicated:

DEPARTMENT CHAIRPERSONS

Changes:

Developmental Education . . . . .	Phyllis Byrum
Modern Languages . . . . .	Patsy Sanders

CLERICAL AND SECRETARIAL STAFF

Changes:

Admissions Secretary . . . . .	Lisa B. Hunter
Accounts Payable Clerk . . . . .	E. Lynn Foster
Cashier . . . . .	Deborah R. Holland

Add:

Dare County Center Secretary . . . . .	Lou E. Meeks
--	--------------

SUPPORTIVE STAFF

Delete:

Bookstore Manager . . . . .	Brandon M. Peters
Computer Programmer . . . . .	Rhonda C. Lewis

Change:

Switchboard Operator . . . . .	Mildred G. Banks vice Mildren G. Banks
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PHYSICAL FACILITIES STAFF

Delete:

G. Raymond Farmer	
-------------------	--

Add:

	James W. Hall
--	---------------

## FEES AND EXPENSES

Tuition rates for curriculum classes on page 12 have been changed as follows:

Tuition for In-state Residents

\$4.25 per quarter hour or \$51.00 maximum per quarter

Tuition for Out-of-state Residents

\$21.25 per quarter hour or \$244.00 maximum per quarter

## FINANCIAL AID

### APPLICATION PROCESS

The application process should read as follows:

A student will be considered to have completed his/her application for financial aid when the financial aid office has received the following:

1. a copy of the Family Financial Statement (FFS) from the American College Testing (ACT), Iowa City, IA;
2. a set (all three copies) of the Student Aid Report (SAR) which the student will receive from the above application, or from the Application for Federal Student Aid;
3. College of The Albemarle Financial Aid Application;
4. a copy of a Financial Aid Transcript (FAT) from each college previously attended;
5. a signed copy of the student's and/or parent's 1040 and W-2 tax forms. (page 13)

In the second sentence of the second paragraph under APPLICATION PROCESS, delete the letters "CSS." The word "(Basic)" in the last sentence also should be deleted. (page 13)

Insert the following information before the PELL GRANT on page 13:

### ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

New federal regulations require College of The Albemarle to define minimum standards of Satisfactory Academic Progress which students must meet in order to receive Title IV financial aid which includes Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Guaranteed Student Loan, National Direct Student Loan, North Carolina Student Incentive Grant and funds from other federal or state administered programs.

#### A. MEASURABLE SATISFACTORY ACADEMIC PROGRESS

1. Full-time students are defined as those who are registered for 12 or more credit hours each quarter; three-quarter time students as those who are registered for 9 to 11 hours; one-half time students as those who are registered for 6 to 8 hours.
2. Students enrolled for five or less quarter hours are exempt from this requirement since they are not eligible for Title IV Student Financial Aid.
3. To continue to receive financial aid, recipients must meet the

requirements under Item F (Financial Aid Time Limitation) and have earned a cumulative GPA according to the total number of quarter hours for which they have attempted as indicated below:

<u>Credit Hours Attempted</u>	<u>Minimum GPA</u>
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.75
65-80	1.90
81 and above	2.00

4. The following shall not be considered as credit or quarter hours earned for financial aid purposes:
  - a. "F" Grades
  - b. "W" Withdrawal
  - c. "I" Incomplete
  - d. "K" Audit
  - e. Pass/Repeat
  - f. Credit by Exam

#### B. FINANCIAL AID PROBATION

1. Students who fall below 2.0 during any quarter will be placed on Financial Aid Probation. Students in this category may continue to receive financial aid for the next quarter if they meet the requirements in A 3 above and, if eligible, actively participate in the Special Services program.
2. Students who are on Financial Aid Probation and who fail to meet the requirements in A 3 above for that quarter will be placed on Financial Aid Suspension. Financial Aid Suspension terminates students from continuing eligibility unless or until their appeal, if any, is upheld or until they meet the requirements for reinstatement.

#### C. APPEAL PROCESS

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the Academic Appeals Committee.
2. Appeals must be in writing and accompanied by appropriate documentation. Reasons such as death in the immediate family, injury or health related problems of the student will be considered.
3. Written appeals will be presented to the Assistant Dean of Student Financial Aid for action by the Academic Appeals Committee, which is comprised of the Faculty Executive Committee, the Dean of Instruction, and the Dean of Student Development. Notice of continued termination or of reinstatement will be given to the students in writing.
4. Students must submit written appeals and documentation no later than the end of the third week of classes of the quarter immediately following the quarter for which Financial Aid eligibility was terminated.

#### D. UNSATISFACTORY PROGRESS

Unsatisfactory Progress occurs when financial aid recipients fail to

meet Measurable Satisfactory Academic Progress definitions specified above.

E. PROCEDURES FOR REINSTATEMENT

1. Students who have their financial aid eligibility suspended/terminated may be reinstated in one of the two following ways:
  - a. by the appeal process;
  - b. by enrolling at the college without the benefit of financial aid or meeting the requirements in A 3 above and maintaining a 2.0 GPA with a minimum of six credit hours for each quarter thereafter.
2. Retroactive payments of financial aid for quarters when students were on suspension are prohibited.

F. FINANCIAL AID ELIGIBILITY TIME LIMITATION

1. College Transfer full-time students will be eligible to receive financial aid for a maximum of 12 quarters; three-quarter time students for 16 quarters; and one-half time students for 24 quarters.
2. Technical full-time students will be eligible to receive financial aid for a maximum of 9 quarters; three-quarter time students for 12 quarters; and one-half time students for 25 quarters.
3. Vocational full-time students will be eligible to receive financial aid for a maximum of 9 quarters; three-quarter time students for 12 quarters; and one-half time students for 18 quarters.
4. Students must have successfully completed the minimum quarter hours as listed on the Measurable Time Progress Requirement chart to be considered making satisfactory progress.
5. Students whose enrollment fluctuates from full-time to part-time or vice-versa shall have their eligibility measured and determined by the Assistant Dean for Student Financial Aid.
6. Students who are required by the college to enroll for noncredit remedial/developmental/guided studies courses will be given up to two additional quarters of Financial Aid eligibility.
7. Students who complete the graduation requirements for a degree, diploma, or certificate program and re-enroll to pursue course requirements for a second degree may request from the Assistant Dean for Student Financial Aid an extension of the time limitation covering only that period actually necessary to complete the second degree. This request must be in writing and include a list of exact courses needed.
8. Students who successfully complete the quarter hour, course, and GPA requirements for graduation with a degree, diploma, or certificate and who re-enroll for courses that are not required for a second degree shall be terminated from financial aid eligibility even though they may not have formally applied for graduation.

#### G. REPEATED AND NON CREDIT REMEDIAL COURSES

1. Full-time and part-time students who are required by the college to enroll in remedial/developmental/guided studies courses and who achieve a passing grade will be considered to be meeting the requirements for Satisfactory Progress.
2. Since the college is a "second chance" institution and has a "forgiveness policy," students may be allowed to repeat a particular course one time for the purpose of raising their grade and will be considered to be meeting the requirements for Satisfactory Progress if they also meet all of the other conditions.

#### H. PROBATIONARY PERIOD

1. Students presently enrolled for the 1983-84 academic year will be on a probationary period and will be considered making Satisfactory Progress if they are meeting present academic requirements to maintain financial aid.
2. The new Academic Requirements for Satisfactory Progress as stated in this procedure will be phased in for the Fall 1984-85 academic year.

#### I. MEASURABLE TIME PROGRESS REQUIREMENTS

1. The Department of Education's regulations require a student to complete his/her degree by a time frame established by the institution. In keeping with this regulation, College of The Albemarle has established the time increments listed below. A full-time student must pass a minimum of eight credit hours for the first quarter and each quarter thereafter to maintain financial aid. The increment requirement will be measured once per year, after the spring quarter, to determine if the student will be eligible for financial aid for the following fall quarter. If the student meets the increment requirement, he/she will be eligible to receive financial aid.

<u>Quarter at COA</u>	<u>Full Time Student</u>	<u>3/4 Time Student</u>	<u>1/2 Time Student</u>
1st	8	6	4
2nd	8 (16)	6 (12)	4 (8)
3rd	8 (24)	6 (18)	4 (12)
4th	8 (32)	6 (24)	4 (16)
5th	8 (40)	6 (30)	4 (20)
6th	8 (48)	6 (36)	4 (24)
7th	8 (56)	6 (42)	4 (28)
8th	8 (64)	6 (48)	4 (32)
9th	8 (72)	6 (54)	4 (36)
10th	8 (80)	6 (60)	4 (40)
11th	8 (88)	6 (66)	4 (44)
12th	8 (96)	6 (72)	4 (48)
13th	8 (104)	6 (78)	4 (52)
14th		6 (84)	4 (56)
15th		6 (90)	4 (60)
16th		6 (96)	4 (64)
17th		6 (102)	4 (68)

<u>Quarter at COA</u>	<u>Full Time Student</u>	<u>3/4 Time Student</u>	<u>1/2 Time Student</u>
18th			4 (72)
19th			4 (76)
20th			4 (80)
21st			4 (84)
22nd			4 (88)
23rd			4 (92)
24th			4 (96)
25th			4 (100)

#### J. PRIVATE SCHOLARSHIPS AND VETERANS EDUCATIONAL ASSISTANCE

1. Students receiving private scholarships must maintain the GPA requirements as specified for each scholarship.
2. Students receiving veterans educational assistance who have been academically suspended will not be recertified until they meet the requirements of the Academic Progress Scale.

#### PELL GRANT (BEOG)

Under PELL GRANT the letters (BEOG) should be deleted. (page 13)

#### SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The last sentence of the paragraph under SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT (SEOG) should be deleted. (page 14)

#### NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

The next to the last sentence of the paragraph under NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG) should be deleted. (page 14)

#### NURSING STUDENT LOAN (ADN)

The NURSING STUDENT LOAN should be deleted. (page 14)

#### ALEXANDRA BOADA SCHOLARSHIP

The last sentence of the paragraph under the ALEXANDRA BOADA SCHOLARSHIP should be deleted. (page 14)

#### ZACK D. ROBERTSON, SR. SCHOLARSHIP

The ZACK D. ROBERTSON, SR. SCHOLARSHIP should be changed to MARY AND ZACK D. ROBERTSON, SR. SCHOLARSHIP. (page 15)

#### STUDENT SENATE SCHOLARSHIP

The STUDENT SENATE SCHOLARSHIP should be changed to MARK S. CUMMINGS SENATE SCHOLARSHIP. (page 15)

## PRESIDENT'S SCHOLARSHIP

The second sentence of the PRESIDENT'S SCHOLARSHIP should be changed to read, "This award is \$300 per year." (page 15)

In addition to the scholarships listed on pages 13-16, the following scholarships are now available at the college:

### ALBEMARLE WOODMEN SCHOLARSHIP

The Albemarle Woodmen Scholarship was established by the Albemarle Unit 463 Woodmen of the World Life Insurance Society. A scholarship is awarded annually to the son or daughter of a member, or a student recommended by a member of the Albemarle Woodmen of the World.

### CAROLINA TELEPHONE SCHOLARSHIP

The Carolina Telephone Scholarship was formed by the Carolina Telephone and Telegraph Company. Two scholarships are awarded each year to persons who have been hardest hit by recession and chronic unemployment.

### CHIEF PETTY OFFICERS SCHOLARSHIP

The Chief Petty Officers Scholarship was created by the Chief Petty Officers Association of Elizabeth City. Students who have and who maintain a 3.25 GPA are eligible to apply for this scholarship.

### NORTHEASTERN HOMEBUILDERS ASSOCIATION SCHOLARSHIP

This scholarship was established by the Northeastern Homebuilders Association. The scholarship is awarded annually to a student with at least average grades who is planning to enroll in Electrical Installation and Maintenance, Air Conditioning and Refrigeration, Light Construction, or Drafting and Design Technology programs.

## STUDENT DEVELOPMENT

### STUDENT ACTIVITIES

Sentence three in paragraph one under Student Activities on page 17 has been changed to read as follows:

Through financing made possible by student activity fees paid by full-time students, the Student Senate plans and directs a program of activities such as dances, concerts, pig-pickin's, melon fests, charity fund-raisers, COA Week festivities, student-faculty sports competition, and the spring formal, as well as lending financial support to student clubs, organizations, publications, intramurals, and fine arts events.

In the first sentence of paragraph three the Tec Club should be deleted and the Art Club and the Computer Programming Club should be added.

In the fifth paragraph the words "straight poop" should be deleted.

## VETERANS AFFAIRS

Under item 1. c., the statement should read:

official transcripts of all previous education or training. (page 18)

Sentence one under item 2, Changing Curriculum should read:

Any deviation from an educational objective approved for VA benefits constitutes a change of program. (page 18)

The next to the last paragraph under Veterans Affairs in the second column on page 18 has been changed to read as follows:

College of The Albemarle reserves the right to cancel enrollment certifications of any veterans and/or dependents of veterans not making normal progress toward the educational objective approved for the Veterans Administration benefits as determined by appropriate college officials.

## ACADEMIC REGULATIONS

### ACADEMIC HONORS

Item number V. Who's Who Among Students in American Junior Colleges on page 23 has been changed to read as follows:

Club advisors, department chairpersons, and Directors of Career Placement, Cooperative Education, Financial Aid, and Special Services may select two nominees for Who's Who. To be selected, nominees must have a 3.0 GPA; have earned sophomore status with a minimum of 42 credit hours; be approved by two faculty/staff members; submit a completed Who's Who nomination form; and be active participating members of a college club, publication staff, or intramural team.

### POLICY FOR ENCOURAGING ACADEMIC PROGRESS

The last sentence of the first paragraph under Policy for Encouraging Academic Progress on page 23 has been changed to read as follows:

It applies to all full-time and part-time curriculum students.

Item number (4) Academic Progress to Maintain Financial Aid Eligibility on page 24 should be deleted.

### APPEAL OF SUSPENSION

Under Appeal of Suspension on page 24, the second sentence should be deleted and the following sentences inserted:

In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee. It considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. All letters from suspended students must be received by the Dean of Student Development no later than noon of the second day of classes of the quarter following suspension. The committee meets at 10:00 a.m. on the third or fourth class day of the quarter, whichever falls on a Monday, Wednesday, or Friday.

## NEW PROGRAMS OF STUDY

PRE-COMPUTER SCIENCE (C-040) . . . . . A.S. Degree

Students who plan to major in computer science should follow this suggested program of study. Modifications may be necessary due to variations in the requirements of senior institutions.

	<u>Quarter Hours</u>
English Composition	9
Calculus	18
Natural Science (including PHY 201,202,203)	24
Humanities	9
Social Science (HIS 101,102,103)	9
Physical Education Activity Courses	6
Linear Algebra	3
Electronic Data Processing electives to be selected from EDP 101,109,110,113,207,208,209 to complete at least 96 quarter hours	

PRE-DENTAL (C-005) . . . . . A.S. Degree

Pre-Dental students should follow this suggested program of study. Modifications may be necessary due to variations in the requirements of senior institutions.

	<u>Quarter Hours</u>
English Composition	9
Mathematics (MAT 121 or higher)	18
Natural Science (Chemistry and Biology)	24
Humanities	9
Social Science (HIS 101,102,103)	9
Physical Education Activity Courses	6
Electives (the science area) to complete at least 96 quarter hours	

PRE-ENGINEERING (C-007) . . . . . A.S. Degree

Pre-engineering students should follow this suggested program of study. Modifications may be necessary due to variations in the requirements of senior institutions.

	<u>Quarter Hours</u>
English Composition	9
Mathematics (MAT 121 or higher)	18
Natural Science (Chemistry and Physics)	24
Humanities (literature)	9
Social Science (HIS 101,102,103)	9
Physical Education Activity Courses	6
Drafting (DFT 101,102,103)	12
Electives to complete at least 96 quarter hours	

PRE-MEDICAL (C-013) . . . . . A.S. Degree

Pre-medical students should follow the suggested program of study. Modification may be necessary due to variations in requirements of senior institutions.

	<u>Quarter Hours</u>
English Composition	9
Mathematics (MAT 121 or higher)	18
Natural Science (Chemistry and Biology)	24
Humanities	9
Social Science (HIS 101,102,103)	9
Physical Education Activity Courses	6
Electives (the science area) to complete at least 96 quarter hours	

PRE-PHARMACY (C-017) . . . . . A.S. Degree

Pre-pharmacy students should follow this suggested program of study. Modification may be necessary due to variations in the requirements of senior institutions.

	<u>Quarter Hours</u>
English Composition	9
Mathematics (MAT 121 or higher)	18
Natural Science (Chemistry and Biology)	24
Humanities	9
Social Science (HIS 101,102,103)	9
Physical Education Activity Courses	6
Electives (Physics, Economics, and/or Foreign Language) to complete at least 96 quarter hours	

PRE-VETERINARY (C-021) . . . . . A.S. Degree

Pre-veterinary students should follow this suggested program of study. Modification may be necessary due to variations in the requirements of senior institutions.

	<u>Quarter Hours</u>
English Composition	9
Mathematics (MAT 121 or higher)	18
Natural Science (Chemistry and Biology)	24
Humanities (Literature and Speech)	9
Social Science (HIS 101,102,103)	9
Physical Education Activity Courses	6
Electives (Psychology, Sociology, Political Science, Economics suggested) to complete at least 96 quarter hours	

BANKING AND FINANCE (T-112) . . . . . A.A.S. Degree

The purposes of the Banking and Finance curriculum are (1) to prepare the individual to enter the banking and finance industries, (2) to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; teller operations; lending and collections procedures, financial analysis, marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

This curriculum includes American Institute of Banking (AIB) course numbers.  
Approved for Certification by American Institute of Banking

AIB certification applies only to current banking employees.

**FIRST YEAR**

<u>First Quarter</u>		<u>Class</u>	<u>Lab</u>	<u>Cr.</u>	<u>Hrs.</u>
BUS 106	Introduction to Business	5	0	5	
BUS 107	Business Mathematics	5	0	5	
ENG 101	English Composition I	3	0	3	
T-BUS 210	Office Machines	2	0	2	
	** Specialized Course	4	0	4	
				19	

Second Quarter

*BUS 101	Elementary Typewriting	3	2	4	
BUS 203	Principles of Accounting I	3	3	4	
ENG 102	English Composition II	3	0	3	
	**Specialized Course	4	0	4	
	**Specialized Course	4	0	4	
		19			

Third Quarter

BUS 204	Principles of Accounting II	3	3	4	
ECO 201	Principles of Economics	3	0	3	
EDP 101	Computer Fundamentals	3	0	3	
***HEA	121, 122, 223	3	0	3	
T-TEC 201	Technical Report Writing I	2	0	2	
	**Specialized Course	4	0	4	
		19			

**SECOND YEAR**

First Quarter

ECO 202	Principles of Economics II	3	0	3	
SPH 201	Public Speaking	3	0	3	
T-BUS 115	Business Law I	3	0	3	
T-TEC 202	Technical Report Writing II	2	0	2	
	**Specialized Course	4	0	4	
	**Specialized Course	4	0	4	
		19			

Second Quarter

BUS 219	Real Estate Finance	5	0	5	
ECO 203	Principles of Economics III	3	0	3	
PSY 201	General Psychology I	3	0	3	
T-BUS 116	Business Law II	3	0	3	
	**Specialized Course	4	0	4	
		18			

<u>Third Quarter</u>		<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
PSY 202	General Psychology II	3	0	3
T-BUS 235	Business Management	3	0	3
T-BUS 272	Principles of Supervision **Specialized Course **Specialized Course	3 4 4	0 0 0	3 4 4
				<u>17</u>

Total Hours for Graduation

111

\*Credit may be granted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempted.

\*\*Specialized Banking courses are listed below.

AIB 202	Principles of Bank Operations	4	0	4
AIB 203	Bank Investments	4	0	4
AIB 205	Bank Management	4	0	4
AIB 209	Installment Credit	4	0	4
AIB 210	Money and Banking	4	0	4
AIB 219	Credit Procedures and Problems	4	0	4
AIB 231	Savings and Time Deposits	4	0	4
AIB 232	Agriculture Finance	4	0	4
AIB 233	Analysis of Financial Statements	4	0	4
AIB 235	Loan and Discount	4	0	4
AIB 236	Home Mortgage Lending	4	0	4
AIB 239	Marketing for Bankers	4	0	4

\*\*\*Three hours of physical education activity courses may be substituted.

COMPUTER ENGINEERING TECHNOLOGY (T-040) . . . . . A.A.S. Degree

The Computer Engineering Technology curriculum prepares technicians to test, troubleshoot, analyze, calibrate, adjust, install and design precision automated machinery components, devices, systems, instruments, computers and other digital devices. Technicians obtain performance data on electromechanical systems such as disk and tape memories, analog and digital control systems, motor control circuits, printers, card readers, and other peripheral equipment used in digital computer systems which enables them to assist engineers in design, specification and installation of these systems.

#### FIRST YEAR

<u>First Quarter</u>		<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
T-ELN 101	DC Circuits	5	3	6
T-MAT 104	Technical Math I	5	0	5
DFT 101	Engineering Drawing I	3	3	4
ENG 101	English Composition I	3	0	<u>3</u>
	Total			<u>18</u>

#### Second Quarter

T-ELN 102	AC Circuits	5	3	6
T-MAT 105	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	3	2

			<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
ENG 102	English Composition II Electives (Social Science or Humanities)		3	0	3 3 <u>18</u>
	Total				

Third Quarter

T-ELN 113	Electronics I	5	3	6
T-MAT 106	Technical Math III	3	0	3
T-TEC 201	Tech. Report Writing I	2	0	2
*HEA	121, 122, 223	3	0	3
EDP 101	Computer Fundamentals	3	0	<u>3</u> <u>17</u>
	Total			

Summer Quarter

T-ELN 116	Peripheral Equipment Servicing	3	3	4
T-ELN 114	Electronics II	3	3	4
EDP 109	BASIC I	3	3	<u>4</u> <u>12</u>
	Total			

## SECOND YEAR

First Quarter

T-DES 102	Tools, Materials, & Processes	3	0	3
T-ELN 211	Electronics III	3	3	4
T-ELN 212	Digital Electronics I	3	3	4
PHY 201	General Physics I	3	3	4
T-TEC 202	Technical Report Writing II	2	0	<u>2</u> <u>17</u>
	Total			

Second Quarter

ECO 201	Principles of Economics I	3	0	3
T-ELN 213	Digital Electronics II	3	3	4
T-ELN 221	Microcomputer Servicing	3	3	4
PHY 202	General Physics II	3	3	4
EDP 110	BASIC II	3	2	<u>4</u> <u>19</u>
	Total			

Third Quarter

T-ELN 214	Digital Electronics III	3	3	4
T-ELN 222	Advanced Microcomputer Interfacing	3	3	4
T-ELN 223	Microprocessor Programming	3	3	4
	Elective (Social Science or Humanities)			<u>6</u> <u>18</u>
	Total			

\*Three hours of physical education courses may be substituted.

Total Hours for Graduation

119

## REVISED COLLEGE TRANSFER PROGRAMS OF STUDY

PRE-ART (C-003)

Professional Courses 39 vice 36  
 History of Architecture 5 vice 2

PRE-SCIENCE (C-018)

In the second line of the Pre-Science curriculum description, the words "medicine, dentistry, or" should be deleted. (page 27)

## REVISED TECHNICAL PROGRAMS OF STUDY

BUSINESS ADMINISTRATION TECHNOLOGY (T-018)

The Second Year, Third Quarter, should be listed before the asterisked items. (page 28)

ELECTRONIC DATA PROCESSING - BUSINESS (T-022)

The title of this curriculum has been changed to BUSINESS COMPUTER TECHNOLOGY (T-022).

The following changes have been made in the course requirements for the Business Computer Technology curriculum on pages 29 and 30:

## FIRST YEAR

<u>First Quarter</u>	<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
Delete BUS 106			
Add BUS 101 Elementary Typewriting	3	2	4
Change total hours for this quarter to 17 vice 19			

Second Quarter

Change Beginning BASIC Programming to BASIC I	3	2	4
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Third Quarter

Change Advanced BASIC Programming to BASIC II	3	2	4
Delete Elective			
Add BUS 106 Introduction to Business	5	0	5
Change total hours for this quarter to 17 vice 15			

Change Total Hours Required for Graduation to 99 or 102 vice 98 or 101.

ELECTRONICS (T-045)

The single asterisk footnote at the bottom of page 30 should begin with MAT 121 vice MAT 21.

## FIRST YEAR

Summer Quarter

Change Beginning BASIC Programming to BASIC I

ASSOCIATE DEGREE NURSING (T-059)

The following changes have been made in the course requirements for the ADN curriculum on page 31:

## SECOND YEAR

<u>Third Quarter</u>	<u>Class</u>	<u>Lab</u>	<u>Cr.</u> <u>Hrs.</u>
Change the hours for NUR 206 to	3	3	4
Change the Total Hours Required for Graduation to 116 vice 114.			

## REVISED VOCATIONAL PROGRAMS OF STUDY

ELECTRONIC SERVICING (V-042) (page 36)Fourth Quarter

BUS 1103 vice BUS 1110

ADVANCED MACHINIST (V-134)

The course requirements and suggested electives for the Advanced Machinist curriculum page 38 has been changed as follows:

<u>First Quarter</u>	<u>Class</u>	<u>Lab</u>	<u>Cr.</u> <u>Hrs.</u>
Add EDP 101 Computer Fundamentals	3	0	3
Add T-DES 101 Materials, Tools, & Processing I	3	0	3
			<u>18</u>

Second Quarter

Add T-DES 102 Materials, Tools, & Processing II	3	.0	3
Change Elective hours to	3	0	3
			<u>18</u>

Third Quarter

Add HEA 223 First Aid & Safety Education	3	0	3
Change Elective hours to	3	0	3
			<u>18</u>

Fourth Quarter

Add *HEA 121 Hygiene I	3	0	<u>3</u>
			<u>15</u>

Delete Electives

Change Total Credit Hours to 69 vice 72

\*Three hours of physical education activity courses may be substituted.

The following courses should be deleted from the list of suggested electives for the Advanced Machinist curriculum:

EDP 101	T-DES 102	HEA 223
T-DES 101	HEA 121	

## DEVELOPMENTAL EDUCATION

In the list of Developmental Education courses on page 40, the hours for MAT 91 have been changed to 3\*(3-0) vice 5\*(5-0).

## CONTINUING EDUCATION DIVISION

The following programs should be added under Continuing Education on page 43 just before LEARNING RESOURCES CENTER (LRC).

### BRIDGES PROGRAM

The Bridges Program is designed to provide an educational opportunity for economically disadvantaged adults. All Bridges participants will be given another chance to participate in a classroom course of study leading toward the completion of the GED high school equivalency examination.

Participants in the Bridges Program will be provided with academic advisement and career, personal, and social counseling. The comprehensive advisement and career counseling services are designed specifically to direct the participants into a course of study in one of the occupational or college transfer programs at College of The Albemarle. The end result being to give the participants direction into a new world of job placement opportunities and job possibilities.

Each cycle of the Bridges Program consists of eight weeks of intensive study. The course of study comes under the course title GED PREPARATION. During the eight week cycle, morning sessions deal primarily with the GED content areas and afternoon sessions provide reinforcement, tutorial, and career counseling as well as instructional preparation for further education and job preparation.

### BUSINESS AND INDUSTRY SERVICES

The Business and Industry Services office is the primary contact between the college and the business community. The Director of Business and Industry Services identifies services and training the college can provide to the area businesses and industries and coordinates topical workshops and seminars on specialized subjects.

The director assists local industrial development commissions and chambers of commerce in promoting economic development in the college's seven county service area.

A Small Business Center houses various print and non-print media on business-related subjects which are made available to local business persons. The materials include: U.S. Small Business Administration publications, magazines, books, audio tapes, computer software, films and video cassettes.

### LEARNING RESOURCES CENTER (LRC)

In the last paragraph of the first column on page 43 under Learning Lab, the daytime hours of operation of the Learning Labs have been changed as follows:

On-Campus: Monday through Thursday -- 8:00 a.m. to 4:00 p.m., 6:30 p.m. to 9:30 p.m.  
Friday -- 8:00 a.m. to 4:00 p.m.

Edenton: Monday through Friday -- 9:00 a.m. to 12:00 noon.  
Monday and Wednesday Evenings -- 6:30 p.m. to 9:30 p.m.

The second paragraph in the second column on page 43 under Learning Lab should be deleted and the following information should be added before the first paragraph in the second column:

In addition to the high school completion program, the on-campus Learning Lab also is responsible for the following instructional programs or courses:

(1) Computer-Assisted Instruction (CAI)

The Learning Lab houses CAI programs for use on Apple computers. Students may use the computers and the software as assigned by instructors or for personal enrichment at any time during the Learning Lab's operational hours.

(2) Guided Studies Lab (GUI 99)

The Guided Studies Lab offers students the opportunity for help in any problem area and the chance to reinforce skills being learned in the classroom. This lab offers computer-assisted instruction and tutorial instruction. A student may enroll in the Guided Studies Lab upon recommendation by his instructor.

(3) Reading, English, and Math Skills Labs

Students enrolled in Reading 90, English 90, or Math 90 report to the Learning Lab for instruction. Students spend a minimum of thirty hours per quarter to strengthen skills in reading, grammar, composition, and math. In addition, all students enrolled in Reading 91 and Reading 100 complete the lab requirements of these courses in the Learning Lab.

## COURSE DESCRIPTIONS

Air Conditioning, Heating & Refrigeration

Course revised:

AHR 1122 Hours are 7(3-0-13) vice 5(3-0-6)

Banking & Finance

Courses added:

AIB 202 Principles of Bank Operations (Var) 4(4-0)

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

AIB 205 Bank Management (Var) 4(4-0)

This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It should be noted that the course is not one of personnel management, but rather of business management. It touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases.

AIB 209 Installment Credit (Var) 4(4-0)

This modular course emphasizes the programmatic "how to" details of installment credit. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

AIB 210 Money and Banking (Var) 4(4-0)

Stresses practical aspects of money and banking and basic monetary theory: economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange.

AIB 219	Credit Procedures and Problems	(Var)	4(4-0)
The student will be able to describe and discuss principles and practices in the extension of credit, classes of credit, credit instruments, consumer credit and current collection methods and procedures and federal, state and local credit regulations.			
AIB 231	Savings and Time Deposit	(Var)	4(4-0)
This course reflects recognition of the fact that a knowledge of the historical development of saving institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial flow from income to capital investment. Also covered are interest rates, types of savings accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity and marketing).			
AIB 232	Agriculture Finance	(Var)	4(4-0)
Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather than stressing the examination of land and labor resources, which are more closely aligned with agricultural finance; should help the banker in satisfying the credit needs of modern agriculture.			
AIB 233	Analyzing Financial Statements	(Var)	4(4-0)
This course is designed to teach the basic skills of financial analysis to the prospective bank lender/credit analyst. Students should have a fundamental knowledge of financial accounting. The course topics include: conceptual framework for analysis, basic analytical techniques and comprehensive case studies.			
AIB 235	Loan and Discount	(Var)	4(4-0)
Includes promissory notes; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concept of attachment, perfection, priority, default, and foreclosure.			
AIB 236	Home Mortgage Lending	(Var)	4(4-0)
A course to assist mortgage loan officers in developing sound mortgage portfolios. Includes a picture of the mortgage market; the acquisition of a mortgage portfolio; mortgage plans and procedures; mortgage loan processing and servicing; and the obligations of the mortgage loan officer in overall portfolio management.			

## AIB 239 Marketing for Bankers

(Var) 4(4-0)

This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry. Course topics include: public relations and communications, consumer motivation and buying behavior, and marketing and the wholesale side of banking.

BUSINESS

Courses added:

## BUS 219 Real Estate Finance

(Var) 4(4-0)

A study of real estate finance including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, the sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market.

Courses revised:

- T-BUS 221 Transcription I vice Word Processing  
 Delete "Introduces the micro-computer using SCRIPSIT" from the course description.  
 T-BUS 222 Transcription II vice Transcription I.  
 T-BUS 223 Transcription III vice Transcription II.

COOPERATIVE EDUCATION

Course added:

## T-COE 200 Career Planning and Job Search Skills (S, SS) 1(1-0)

A course designed to teach students how to assess their skills and interests in order to effectively make a career choice. Emphasis will be placed on developing job seeking skills including developing job leads, resume planning and interviewing.

Prerequisite: Must be planning to graduate during current school year or special permission of instructor.

DRAFTING

Courses revised:

DFT 99 Hours are 0(0-3) vice 0(Var).  
 DFT 1145 Hours are 3(3-0) vice 2(3-0)

ELECTRONIC DATA PROCESSING

Courses added:

## EDP 99 EDP Skills Lab:

(Var) 0(0-3)

This lab is designed to aid students who need additional practice and instruction in developing computer programming skills.

EDP 205 Computerized Accounting

(Var) 3(3-0)

This course will give students a knowledge of computerized accounting principles. It covers five major accounting systems commonly found in computerized accounting environments. These five systems are general ledger, depreciation, accounts receivable, accounts payable, and payroll.

**Prerequisite:** BUS 203 and BUS 204.

Courses revised:

EDP 113 Logic Design and Flow Charts vice Flowcharting and Programming Logic.  
 EDP 220 Hours are 4(3-2) vice 3(3-3).

**ELECTRONICS**

Courses added:

ELN 99 Electronics Skills Lab (Var) 0(0-3)

This lab is designed to aid students who need additional practice and instruction in developing electronic skills.

T-ELN 116 Peripheral Equipment Servicing (SS) 4(3-3)

A study of the operation and servicing of peripheral equipment supporting a computer operation. This includes disk drives, printers, plotters, digitizers, and other equipment. The course outline includes initial set-up testing, mechanical and electronic adjustments, alignment of components, and unit troubleshooting.

T-ELN 221 Microcomputer Servicing (W) 4(3-3)

Application of basic troubleshooting techniques, test equipment and test procedures to microcomputers and their peripherals.

**Prerequisite:** T-ELN 212

T-ELN 222 Advanced Microcomputer Interfacing (S) 4(3-3)

Extended microcomputer interface techniques, troubleshooting, and peripheral theory.

**Prerequisite:** T-ELN 213

T-ELN 223 Microprocessor Programming (S) 4(3-2)

A fundamental course in machine and assembly language with emphasis on diagnostic and interface driver programs.

**Prerequisite:** T-ELN 213 and EDP 110.

Courses revised:

ELN 1113 Delete the prerequisite MAT 1115.  
 ELN 1125 Delete the prerequisite MAT 1115.

GENERAL STUDIES

Courses added:

GUI 99 General Studies Lab (Computer-Assisted Instruction) (F,W,S,SS) (Var)

This lab is designed for those students who need additional instruction in a curriculum course. Instruction will be done primarily through the use of computer-assisted instructional materials; however, a coordinator/tutor will be present to provide individual tutoring if necessary.

Prerequisite: Recommendation by one of the student's curriculum instructors.

HUMANITIES

Course added:

HUM 123 Introduction to Humanities (F,W,S) 3 (3-0)

The humanities are concerned with man and the manner whereby he expressed his ideas and aspirations in various media: graphic, musical literary, and theatrical. An integrated survey to view the arts from a historical standpoint will help students to see the interrelationships among all arts and to appreciate the enduring achievements of Western Man.

MATHEMATICS

Courses revised:

MAT 91 Basic Mathematics (F,W,S,SS) 3\*(3-0)

Review of the basic operations of addition, subtraction, multiplication, and division as performed on whole numbers, fractions, decimals, and signed numbers. Also included is a study of percents, ratios and proportions. Graded on a pass/repeat basis.

D-MAT 102 Prerequisite: D-MAT 101 with a minimum grade of "C".

MAT 121 Add the words "or a minimum grade of C in D-MAT 102 or D-MAT 107" to the end of the statement.

MACHINIST

Course added:

MEC 99 Machinist Skills Lab (Var) 0 (0-3)

This course is designed to aid students who need additional practice and instruction in developing machinist skills.

MUSIC

Courses added:

MUS 132-133-134, 232-233-234 Band I,II,III, IV,V,VI (Var) 1(1-1)

Review of basic band techniques: scales, arpeggios, and ensemble playing. Learning standard band repertoire for concert performances.

Prerequisites: a graduate of high school band or equivalent pending permission from the instructor.

MUS 135-136-137, 235-236-237 Violin for Performance Minors (Var) 1(1-0)  
 I,II,III,IV,V,VI or 2(2-0)

All major and minor scales and arpeggios with various bowing; technical studies by Kreutzer, Rode and others. Simple pieces from Baroque, Classic, Romantic and modern periods. Six hours practice weekly.

MUS 138-139-140, 238-239-240 Violin for Performance Majors (Var) 2(2-0)  
 I,II,III,IV,V,VI

All major and minor scales and arpeggios in three octaves with various bowings; studies by Kreutzer, Rode or Fiorillo and others: representative works from Baroque, Classic, Romantic and contemporary periods; concertos in the standard repertory. Nine hours practice weekly.

#### Courses revised:

MUS 123-124-125 Hours are 1(1-0) or 2(2-0)  
 MUS 126-127-128 Hours are 1(1-0) or 2(2-0)  
 MUS 129-130-131 Hours are 1(1-0) or 2(2-0)

#### NURSING

##### Course added:

NUR 207 Physical Assessment (SS) 3(3-0)

This elective course is designed for second-year nursing students and registered nurses to supplement their basic education in physical eight body systems. The intent is that the beginning nurse clinician will be able to increase her/his clinical assessment skills. The focus will be on identifying deviations from the normal body functions.

Prerequisites: Completion of first year of nursing program or RN.

#### NUTRITION

##### Course revised:

NUT 101 vice NUR 101.

#### PHYSICAL EDUCATION

##### Courses deleted:

PED 102  
 PED 104  
 PED 105  
 PED 107  
 PED 108  
 PED 111

#### PRACTICAL NURSE EDUCATION

##### Course revised:

PNE 1512 Hours are 4(4-0-0) vice 3(3-0-0).







